

Vidalia City Schools

VACANCY ANNOUNCEMENT

Job Title:	MEDIA SPECIALIST	Department/School:	INSTRUCTION
Location:	J. D. Dickerson Primary School	Job Group/Type:	FLSA Exempt
Issue Date:	June 13, 2023	Advertisement Period:	Until filled
Terms of Employment:	2023/24 School Year	Salary Range:	Per salary scale & verifiable experience

Job Duties / Qualifications

Role and Responsibilities

- Provides leadership and plans collaboratively for the use of information resources and needs.
- Administers and maintains a center and program that foster a positive learning environment.
- Ensures effective organization and accessibility of the center and resources.
- Selects and orders resources consistent with system policies and school curriculum needs.
- Evaluates media and other technology equipment for the purpose of making repairs, providing technical support, diagnosing malfunctions and /or recommending acquisitions.
- Provides leadership and supervision for staff, including clerical, professional and technical; may include student aides.
- Plans collaboratively with teachers to integrate literature, resources and information literacy skills into the curriculum.
- Develops and provides instructional opportunities with information technologies for staff and students.
- Collaborates with teachers and students in materials production.
- Provides information about and complies with copyright laws.
- Performs all other duties as assigned by the principal

Other functions of the job include but are not limited to the following

- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails
- Maintain integrity of confidential information relating to students, staff, or district patrons;
- Participate in appropriate professional activities
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed
- Perform all other duties as assigned

Qualifications and Education Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Eligible for certification in the appropriate area as issued by the Georgia Professional Standards Commission
- Ability to establish and maintain cooperative and effective working relationships with others
- Ability to communicate effectively orally and in writing
- Must have the ability and proven ability to report to work on a regular and punctual basis
- Perform all other related work delegated or required to accomplish the objectives of the total school program
- Knowledge and implementation of relevant technology
- Acceptable background check as per O.C.G.A. 20-2-211.1

Procedure for Applying

All interested individuals must submit a certified employment application to:

Vidalia City Schools
 ATTN: Personnel
 1001 North Street West
 Vidalia, Georgia 30474

No faxed applications will be accepted. In-system employees need only submit a letter of interest and resume. Include a copy of college transcripts and credentials.

Applications can be obtained at the system website on the human resources page: www.vidaliacityschools.org

The Vidalia City Board of Education is an equal opportunity employer and does not discriminate against any person on the basis of sex, race, color, religion, national origin, age or handicap in any of its education or employment programs or activities.

The Vidalia City School system operates a Drug-Free, Public Workplace.